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**PBF PROJECT progress report**

*Updated May 2023*

**COUNTRY:**

**TYPE OF REPORT: semi-annual, annual OR FINAL:**

**YEAR of report:**

**Project overview**

|  |
| --- |
| **Project Title:**      **Project Number from MPTF-O Gateway:**  |
| **If funding is disbursed into a national or regional trust fund:** [ ]  Country Trust Fund[ ]  Regional Trust Fund**Name of Recipient Fund:**       | **Type and name of recipient organizations:** **(Convening Agency)** |
| **Date of first transfer:**      **Project end date:**       **Has this project received a cost or no cost extension?** **Will this project be requesting a cost or no-cost extension?** **Is the current project end date within 6 months?**  |
| **Check if the project falls under one or more PBF priority windows:**[ ]  Gender promotion initiative[ ]  Youth promotion initiative[ ]  Transition from UN or regional peacekeeping or special political missions[ ]  Cross-border or regional project |
| **Total PBF approved project budget (by recipient organization):** * *Please enter the total amounts in US dollars allocated to each recipient organization*
* *Please enter the original budget amount, amount transferred to date and estimated expenditure by recipient.*
* *For cross-border projects, group the amounts by agency, even where transfers are made to different country offices. You can provide the detail in the attached budget.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Recipient organisation** | **Budget Allocated ($)** | **Amount Transferred to date ($)** | **Amount spent / committed to date ($)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **TOTAL** |  |  |  |

Approximate implementation rate as percentage of total project budget:      \*ATTACH PROJECT EXCEL BUDGET SHOWING CURRENT APPROXIMATE EXPENDITURE\***The budget templates are available** [**here**](https://www.un.org/peacebuilding/content/application-guidelines)**Implementing partners**To how many implementing partners has the project transferred money to date?      Please list all of the project's implementing partners and the amounts (in USD) transferred to each to date

|  |  |  |  |
| --- | --- | --- | --- |
| ***Name of Implementing Partner*** | ***Type of Organisation (ex. Govt, civil society, etc.)*** | ***What is the total amount (in USD) disbursed to the implementing partner to date*** | ***Briefly describe the main activities carried out by the Implementing Partner (175 mots)*** |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |

**Gender-responsive Budgeting:**Indicate what percentage (%) of the budget contributes gender equality or women's empowerment (GEWE)?      Indicate dollar amount from the project document to contribute to gender equality or women’s empowerment:      Amount expended to date on efforts contributing to gender equality or women’s empowerment:       |
| **Project Gender Marker:** **Project Risk Marker:** **Project PBF focus area:**  |
| **Steering Committee and Government engagement**Does the project have an active steering committee?     If yes, please indicate how many times the Project Steering Committee has met over the last 6 months?     Please provide a brief description of any engagement that the project has had with the government over the last 6 months? Please indicate what level of government the project has been engaging with? (275 words max.) |
| **Report preparation:**Project report prepared by:      Project report approved by:      Did PBF Secretariat or RCO focal point review the report:   |

***NOTES FOR COMPLETING THE REPORT:***

*- Avoid acronyms and UN jargon, use general /common language.*

*- Report on what has been achieved in the reporting period, not what the project aims to do.*

*- Be as concrete as possible. Avoid theoretical, vague or conceptual discourse.*

*- Ensure the analysis and project progress assessment is gender and age sensitive.*

*- In the results table, please be concise, you will have 3000 characters, including blank spaces to provide your responses*

**PART 1: OVERALL PROJECT PROGRESS**

**Please rate the implementation status of the following preliminary/preparatory activities** *(Not Started, Initiated, partially Completed, Completed, Not Applicable):*

|  |  |
| --- | --- |
| Contracting of Partners |  |
| Staff Recruitment |  |
| Collection of baselines |  |
| Identification of beneficiaries |  |

Provide any additional descriptive information relating to the status of the project, including whether preliminary/preparatory activities have been completed (i.e. contracting of partners, staff recruitment, etc.) (250 word limit):

FOR PROJECTS WITHIN SIX MONTHS OF COMPLETION: summarize **the main structural, institutional or societal level change the project has contributed to**. This is not anecdotal or a list of individual outputs or activities, but a description of progress made toward the main purpose of the project where evidence[[1]](#footnote-2) of contribution to outcomes is available if requested. (550 word limit):

**PART II: RESULT PROGRESS BY PROJECT OUTCOME**

*Describe overall progress under each Outcome made during the reporting period (for June reports: January-June; for November reports: January-November; for final reports: full project duration). Do not list individual activities. If the project is starting to make/has made a difference at the outcome level, provide specific evidence for the progress (quantitative and qualitative) and explain how it impacts the broader political and peacebuilding context.*

* *“On track” refers to the timely completion of outputs as indicated in the workplan.*
* *“On track with peacebuilding results” refers to higher-level changes in the conflict or peace factors that the project is meant to contribute to. These effects are more likely in mature projects than in newer ones.*

**How many outcomes does the project have?**

**Outcome 1:**

**Rate the current status of the outcome progress:**

**Progress summary:** *(350 word limit)*

**Indicate any additional analysis on how Gender Equality and Women’s Empowerment and/or Youth Inclusion and Responsiveness has been ensured under this Outcome:** *(350 word limit)*

**Using the Project Results Framework as per the approved project document or any amendments- provide an update on the achievement of key outcome indicators for Outcome 1 in the table below**

* If the outcome has more than 3 indicators, select the 3 most relevant ones with most relevant progress to highlight.
* Where it has not been possible to collect data on indicators, state this and provide any explanation. Provide gender and age disaggregated data. (3000 characters max per entry)

| **Outcome Indicators** | **Indicator Baseline** | **End of project Indicator Target** | **Indicator progress to Date** | **Reasons for Variance/ Delay****(if any)** |
| --- | --- | --- | --- | --- |
| Indicator 1.1 |  |  |  |  |
| Indicator 1.2 |  |  |  |  |
| Indicator 1.3 |  |  |  |  |

**How many Outputs does Outcome 1 have?**

Please list up to 5 of most relevant outputs for outcome 1 and for each output, and using the project results framework, provide an update on the progress made against 3 most relevant output indicators

**Output 1.1:**

| **Output Indicators** | **Indicator Baseline** | **End of project Indicator Target** | **Indicator progress for reporting period** | **Indicator progress to Date** | **Reasons for Variance/ Delay****(if any)** |
| --- | --- | --- | --- | --- | --- |
| Indicator 1.1.1 |  |  |  |  |  |
| Indicator 1.1.2 |  |  |  |  |  |
| Indicator 1.1.3 |  |  |  |  |  |

**Output 1.2:**

| **Output Indicators** | **Indicator Baseline** | **End of project Indicator Target** | **Indicator progress for reporting period** | **Indicator progress to Date** | **Reasons for Variance/ Delay****(if any)** |
| --- | --- | --- | --- | --- | --- |
| Indicator 1.2.1 |  |  |  |  |  |
| Indicator 1.2.2 |  |  |  |  |  |
| Indicator 1.2.3 |  |  |  |  |  |

**Output 1.3:**

| **Output Indicators** | **Indicator Baseline** | **End of project Indicator Target** | **Indicator progress for reporting period** | **Indicator progress to Date** | **Reasons for Variance/ Delay****(if any)** |
| --- | --- | --- | --- | --- | --- |
| Indicator 1.3.1 |  |  |  |  |  |
| Indicator 1.3.2 |  |  |  |  |  |
| Indicator 1.3.3 |  |  |  |  |  |

**Output 1.4:**

| **Output Indicators** | **Indicator Baseline** | **End of project Indicator Target** | **Indicator progress for reporting period** | **Indicator progress to Date** | **Reasons for Variance/ Delay****(if any)** |
| --- | --- | --- | --- | --- | --- |
| Indicator 1.4.1 |  |  |  |  |  |
| Indicator 1.4.2 |  |  |  |  |  |
| Indicator 1.4.3 |  |  |  |  |  |

**Output 1.5:**

| **Output Indicators** | **Indicator Baseline** | **End of project Indicator Target** | **Indicator progress for reporting period** | **Indicator progress to Date** | **Reasons for Variance/ Delay****(if any)** |
| --- | --- | --- | --- | --- | --- |
| Indicator 1.5.1 |  |  |  |  |  |
| Indicator 1.5.2 |  |  |  |  |  |
| Indicator 1.5.3 |  |  |  |  |  |

**Outcome 2:**

**Rate the current status of the outcome progress:**

**Progress summary:** *(350 word limit)*

**Indicate any additional analysis on how Gender Equality and Women’s Empowerment and/or Youth Inclusion and Responsiveness has been ensured under this Outcome:** *(350 word limit)*

**Using the Project Results Framework as per the approved project document or any amendments- provide an update on the achievement of key outcome indicators for Outcome 2 in the table below**

* If the outcome has more than 3 indicators, select the 3 most relevant ones with most relevant progress to highlight.
* Where it has not been possible to collect data on indicators, state this and provide any explanation. Provide gender and age disaggregated data. (3000 characters max per entry)

| **Outcome Indicators** | **Indicator Baseline** | **End of project Indicator Target** | **Indicator progress to Date** | **Reasons for Variance/ Delay****(if any)** |
| --- | --- | --- | --- | --- |
| Indicator 2.1 |  |  |  |  |
| Indicator 2.2 |  |  |  |  |
| Indicator 2.3 |  |  |  |  |

**How many Outputs does Outcome 2 have?**

Please list up to 5 of most relevant outputs for outcome 2 and for each output, and using the project results framework, provide an update on the progress made against 3 most relevant output indicators

**Output 2.1:**

| **Output Indicators** | **Indicator Baseline** | **End of project Indicator Target** | **Indicator progress for reporting period** | **Indicator progress to Date** | **Reasons for Variance/ Delay****(if any)** |
| --- | --- | --- | --- | --- | --- |
| Indicator 2.1.1 |  |  |  |  |  |
| Indicator 2.1.2 |  |  |  |  |  |
| Indicator 2.1.3 |  |  |  |  |  |

**Output 2.2:**

| **Output Indicators** | **Indicator Baseline** | **End of project Indicator Target** | **Indicator progress for reporting period** | **Indicator progress to Date** | **Reasons for Variance/ Delay****(if any)** |
| --- | --- | --- | --- | --- | --- |
| Indicator 2.2.1 |  |  |  |  |  |
| Indicator 2.2.2 |  |  |  |  |  |
| Indicator 2.2.3 |  |  |  |  |  |

**Output 2.3:**

| **Output Indicators** | **Indicator Baseline** | **End of project Indicator Target** | **Indicator progress for reporting period** | **Indicator progress to Date** | **Reasons for Variance/ Delay****(if any)** |
| --- | --- | --- | --- | --- | --- |
| Indicator 2.3.1 |  |  |  |  |  |
| Indicator 2.3.2 |  |  |  |  |  |
| Indicator 2.3.3 |  |  |  |  |  |

**Output 2.4:**

| **Output Indicators** | **Indicator Baseline** | **End of project Indicator Target** | **Indicator progress for reporting period** | **Indicator progress to Date** | **Reasons for Variance/ Delay****(if any)** |
| --- | --- | --- | --- | --- | --- |
| Indicator 2.4.1 |  |  |  |  |  |
| Indicator 2.4.2 |  |  |  |  |  |
| Indicator 2.4.3 |  |  |  |  |  |

**Output 2.5:**

| **Output Indicators** | **Indicator Baseline** | **End of project Indicator Target** | **Indicator progress for reporting period** | **Indicator progress to Date** | **Reasons for Variance/ Delay****(if any)** |
| --- | --- | --- | --- | --- | --- |
| Indicator 2.5.1 |  |  |  |  |  |
| Indicator 2.5.2 |  |  |  |  |  |
| Indicator 2.5.3 |  |  |  |  |  |

**Please repeat the outcome level and output level reporting for each outcome and its respective outputs**

**PART III: CROSS-CUTTING ISSUES**

Is the project planning any significant events in the next 6 months (eg. national dialogues, youth congresses, film screenings, etc.)

If yes, please state how many, and for each, provide the approximate date of the event and a brief description, including its key objectives, target audience and location (if known)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Event Description*** | ***Tentative Date*** | ***Location*** | ***Target Audience*** | ***Event Objectives (150 word limit)*** |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |

**Human Impact**

This section is about the human impact of the project. Please state the number of key stakeholders (including but not limited to: Civil Society Organizations, Beneficiaries etc) of the project, and for each, please briefly describe:

1. The challenges/problem they faced prior to the project implementation
2. The impact of the project on their lives
3. Provide, where possible, a quote or testimonial from a representative of each stakeholder group

|  |  |  |  |
| --- | --- | --- | --- |
| Key stakeholder | What were the challenges/problem they faced prior to the project implementation? (350 words max) | What has been the impact of the project on their lives (350 words max) | Provide, where possible, a quote or testimonial from a representative of each stakeholder group (350 words max) |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |

In addition to the stakeholder specific impact described above, please use this space to describe any additional human impact that the project has had. (650 word limit):

You can also upload up to 3 ﬁles in various formats (picture ﬁles, powerpoint, pdf, video, etc..) to illustrate the human impact of the project and 3 links to online resources (OPTIONAL)

**Please tick the applicable change based on above narrative.**

**How We Worked: (please select up to 3)**

[ ] Enhanced digitization:

[ ]  Innovative ways of working[[2]](#footnote-3) [please explain]

[ ]  Mobilized additional resources [please explain]

[ ] Improved or initiated policy frameworks [please explain]

[ ] Strengthened capacities [please explain]

[ ] Partnered with local civil society organizations

[ ]  Expanding coalitions & galvanizing political will [please explain]

[ ]  Strengthened partnerships with IFIs [please explain]

[ ]  Strengthened partnerships within UN Agencies [please explain]

Who are we working with (in addition to the Implementing Partners):

☐ Strengthened partnerships with IFIs [please explain]

☐ Strengthened partnerships within UN Agencies [please explain]

**☐** Partnered with local civil society organizations

**☐** Partnered with local academia

**☐** Partnered with sub-national entities

**☐** Partnered with national entities

**☐** Partnered with local volunteers

**LNOB – Leaving No one Behind:** Select all beneficiaries targeted with the PBF resources as evidenced by the narrative?

[mandatory]

[ ]  Unemployed persons

[ ]  Minorities (e.g. race, ethnicity, linguistic, religion, etc.)

[ ]  Indigenous communities

[ ]  Persons with Disabilities

[ ]  Persons affected by violence (e.g. GBV)

[ ]  Women

[ ]  Youth

[ ]  Minorities related to sexual orientation and/or gender identity and expression

[ ]  People living in and around border areas

[ ]  Persons affected by natural disasters

[ ]  Persons affected by armed conflicts

[ ]  Internally displaced persons, refugees or migrants

**PART IV: MONITORING, EVALUATION AND COMPLIANCE**

|  |  |
| --- | --- |
| **Monitoring:** Please list monitoring activities undertaken in the reporting period (*350 word limit)* | Do outcome indicators have baselines? If yes, please provide a brief descriptionElaborate on what sources of evidence have been used to report on indicators (and are available upon request):Has the project launched outcome level data collection initiatives e.g. perception surveys Has the project used or established community feedback mechanisms? If yes, please provide a brief description (350 word limit) Click or tap here to enter text. |
| **Evaluation:** Is the project on track to conduct its evaluation? Yes / No / Not Relevant | Evaluation budget (response required):      If project will end in next six months, and the overall project budget is above 1.5 million, is your upcoming evaluation on track: preparations *(350 word limit)*:      Please mention the focal person accountable for sharing the final evaluation report with the PBF: *Name* *Email* |
| **Catalytic effects (financial):** Indicate name of funding agent and amount of additional non-PBF funding support that has been leveraged by the project since it started. | Name of funder: Amount:                                  |
| **Catalytic Eﬀect (non-ﬁnancial):** Has the project enabled or created a larger or longer‐term peacebuilding change to occur?***Please select***[ ] No catalytic eﬀect[ ] Some catalytic eﬀect [ ] Signiﬁcant catalytic eﬀect [ ] Very Signiﬁcant catalytic eﬀect [ ] Don't Know[ ] Too early to tell | If relevant, please describe how the project has had a (non-ﬁnancial) catalytic eﬀect i.e. ways in which the project has supported the expansion or creation of programs and policies supporting peace, both within and outside the UN system (*Please limit your response to 350 words)* |
| **Sustainability:** Does the project have an explicit exit strategy?Please describe any steps that have been taken to ensure the sustainability of peacebuilding gains beyond the duration of the project (350 word limit)      |
| **Other:** Are there any other issues concerning project implementation that you want to share, including any capacity needs of the recipient organizations? *(350 word limit)*      |

**Monitoring and Oversight Activities[[3]](#footnote-4) (Select only as relevant)**

|  |  |
| --- | --- |
| **Key Monitoring and Oversight Event** | **Findings and Summary** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

1. Evidence can include evidentiary support for results, including but not limited to: Surveys and other data collection initiatives, field mission reports, community based monitoring or other monitoring reports, third party monitoring, pre- and post surveys, photographs, policy and other documents, meeting minutes, evaluations, communication materials etc. PBF may request these documents if needed. [↑](#footnote-ref-2)
2. Where innovation is defined as **a product, service, or strategy that's both novel and useful.** Innovations don't have to be major breakthroughs in technology or digital solutions but includes here a new and/or creative approach to solving development challenges. [↑](#footnote-ref-3)
3. These include Steering Committee meetings, Monitoring visits, Third party monitoring, Community based monitoring, any data collection, Perception or other survey findings, evaluation reports, audit or investigations. [↑](#footnote-ref-4)